

Good Morning Approval Contacts:

As I mentioned to those of you who were at the approvals sessions this fall we are going to have the approvals online submission system log in process go through MEIS for a more secured application. I am pleased to announce that we will go "live" with the new system this afternoon. Attached to this email is a screen shot of the new log-in window. Please enter your MEIS Login Name and Password in the appropriate sections and press enter and you will enter the Online Approvals System. The only change that you will notice is the login page requesting the MEIS login information. Otherwise, all other screens within the Online Approvals System are the same.

Please be aware that if you have not submitted your completed and signed Security Agreement to our office and have a MEIS account, you **will not** be able to access the Online Approvals System. In order to access the system using your MEIS login information, the Office of Special Education and Early Intervention Services (OSE/EIS) **must** have this form completed before we can provide you with access. For your convenience, attached is a copy of the Security Form.

If you did not submit a completed and signed Security Agreement to our office and **do not** have a MEIS account, you must have a MEIS account in order to access the system. To obtain a MEIS account, please click on the link below and follow the instructions.

http://www.michigan.gov/mde/0,1607,7-140-5236_29341---,00.html

After the form is complete please fax to Yolanda Stephens at (517) 373-7504. In addition, should you encounter any problems, please click and save on the link below.

<https://cepi.state.mi.us/MEISPublic>

If you have any questions please let myself or Yolanda know. Thank you.

Michigan Department of Education

Office of Special Education and Early Intervention Services

Online Approvals System - Version 2.0

Special Education Approvals

MEIS Login	
Login:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

If you need help entering your login name and or password please contact:
MDE Helpdesk (517) 335-0505

**Michigan Department of Education
Department of Information Technology Services**

**MEIS System Security Access for Online Electronic
Recommendations Application**
(A separate form must be completed for each user in your Institution)

Intermediate School District Code: _____

Intermediate School District Name _____

Step 1. Name of the designated individual who is authorized to use the Online Special Education Personnel Approvals System

Name (type or print)

Title

E-mail address

Phone Number (include area code)

Step 2. Once an MEIS account number is obtained, please enter the following requested information:

Designee's MEIS Account: _____

Step 3. For the designated individual:

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Approvals Contact

Date

Step 4: For the Superintendent/Designee:

I attest that the above-named individual is authorized to submit the Online Electronic Recommendations application form to the Michigan Department of Education.

Signature of Superintendent/Designee

Date

Mail or fax this form to:

**Yolanda Stephens
Michigan Department of Education
Office of Special Education and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909
Fax: (517) 373-7504
E-mail: StephensY@michigan.gov**